

Message Approved For Release By
Director, HRO Beaufort "Tri-Command"

Supervisors: Please ensure that this is posted on official bulletin boards in your work areas.

20 JULY 2005

NEW THIS WEEK!

CURRENT CIVIL SERVICE VACANCIES

MCRD, PARRIS ISLAND

HRO Specialist Barbara Bernthal will not be available until 30 August 2005.

For additional information, contact Sheila Sofaly at 228-5574 or Caterina Antonacci at 228-7272

Firefighter (Basic Life Support)
GS-0081-07

CHART (All Appointable Applicants)
G-4 / I&L Dept, Fire Dept
\$34,149-\$44,395 pa

Lead Firefighter (Basic Life Support)
GS-0081-07 FPL

CHART (DOD Wide)
G-4 / I&L Dept, Fire Dept
\$34,149-\$44,395 pa

Supv Security Manager
GS-0080-12

CHART (All Appointable Applicants)
G-3 / Ops & Training Dept
\$60,576-\$78,745 pa

(3) Human Resources Asst (Mil/OA)
GS-0203-05

CHART (All Appointable Applicants)
Recruit Trng Regiment, Recruit
Administration Center
\$27,569-\$35,844 pa

Transportation Clerk
GS-2102-04

DEU (All U. S. Citizens)
G-4 / I&L Dept, Motor Transport Branch
\$24,641-\$32,031 pa

Motor Vehicle Operator
WG-5703-07
Operations

DEU (All U.S. Citizens)
G-4 / I&L Dept, Motor Transport
\$15.26-\$17.79 ph

Locksmith
WG-4804-09
Branch,

CHART (All Appointable Applicants)
G-4 / I&L Dept, FMED, Building Trades

Carpentry Sec
\$17.10-\$19.95 ph

Mason
WG-3603-10

CHART (Parris Island Employees Only)
G-4 / I&L Dept, FMED, Building Trades Branch
\$18.02-\$21.02 ph

Heating Equipment Repairer
WG-5309-08

CHART (Parris Island Employees Only)
G-4 / I&L Dept, FMED, Utilities Branch
\$16.17-\$18.87 ph

(2) Materials Handler
WG-6907-06

CHART (All Appointable Applicants)
G-4 / I&L Dept, Sup & Svcs, Clothing Div,
Storage Br, Warehouse Sec
\$14.33-\$16.71 ph

(2) Laborer
WG-3502-03

DEU (All U. S. Citizens)
G-4 / I & L Dept, Facilities Maintenance
\$11.57-\$13.49 ph

MCAS BEAUFORT

**For additional information, contact Caterina Antonacci, Human Resources Office
228-7272**

Education Services Specialist
GS-1740-11

CHART (All Appointable Applicants)
MCCS-SC
\$50,541-\$65,704 pa

NAVAL HOSPITAL BEAUFORT

For additional information, contact Sheila Sofaly, Human Resources Office
228-5574

Medical Technologist
GS-0644-09

Special Recruitment (All U. S. Citizens)
DPS, Laboratory
\$41,172 - \$54,300 pa

6TH MARINE CORPS RECRUIT DISTRICT

For additional information, contact Sheila Sofaly, 228-5574, or Caterina Antonacci at
228-7272

(1) Office Automation Assistant
GS-0326-05

CHART
\$27,569-\$35,844 pa

The current Civil Service Vacancy Listing can be accessed at any time by clicking
on www.nhbeaufort.med.navy.mil.

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) **NSPS PERFORMANCE FACTOR SURVEY**

Due to the overwhelming response, the last date for submitting input to the NSPS
Performance Factor survey has been extended to **27 July 2005**.

The survey can be accessed by clicking on <http://www.pfsurvey.net/nsps/>.

WANTED: PICKERS AND GRINNERS!

WHAT" "Col Joe" and sidekick Nancy (both of "Keep on the Sunny Side" "fame" at the
last CG's Civilian Marine Breakfast) invite any Civilian Marines and Marines who play an
instrument or carry a tune fairly well to join them in some casual pickin' and grinnin'!!
BYOI (Bring Your Own Instrument)!

WHERE: Four Winds Club

WHEN: Thursday 28 July at 1700 (that's 5:00 p.m.) until ?

WHY: To have some fun making music...and, for those who are interested, to put
together some good old-fashioned bluegrass and gospel-style entertainment for PI's "Hail
and Farewell" to be held on 19 August.

DRESS: Absolutely casual!

FOOD FOR THOUGHT

" The future is coming and there is no fighting it."

*Anne Morrow Lindbergh
(1906-2001, author, pilot, wife of aviator Charles Lindbergh)*

BUT WAIT! **THERE'S MORE GOOD INFO BELOW !**

ABOUT RECRUITMENTS THROUGH **Dept of Navy's "CHART"**

HOW DO I APPLY **FOR CIVIL SERVICE JOBS IN NAVY AND MARINE CORPS** **USING "CHART"?**

- * You must submit your resume' to the CHART database in order to apply and be considered for CHART job announcements.
- * **Frequently** check the CHART website for additional information regarding the effective date of the change. The website address is: <https://chart.donhr.navy.mil>.
- * Log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. New choices are being added to some of the menus.
- * After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply to.
- * **SUBMIT** your updated resume.
- * Use the **APPLY NOW** feature to use your updated resume already on file to apply to additional announcements. The **APPLY NOW** feature will work for any announcement except those where the announcement number ends in -DE or -NR.
- * Be sure to read the [Quick Tips and FAQs](#) that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.

WHAT ELSE DO I NEED TO KNOW ABOUT "CHART"?

- * Open-continuous announcements (which start with "DON") are for ALL of the Department of Navy.

* When the HRSC--SE needs to announce a position that's not covered by a Navy-wide open continuous announcement, a stand-alone announcement open for a specified period of time will be published. Stand-alone announcement numbers will start with EA.

* Your resume will remain active in CHART for 6 months and you can submit it to apply to the new announcements.

* Be sure to include the **CORRECT SERIES** of the position(s) for which you want to be considered. Failure to include the correct series may be a "fatal screenout" factor for further consideration.

* Be sure to include the **LOWEST GRADE LEVEL OR PAY** you are willing to accept. Some employees have shown the desired grade level or pay only to learn, too late, that doing so automatically screened them out of further consideration for lower-graded positions in which they would have been interested.

**HAVING PROBLEMS WITH YOUR
"CHART" RESUME'??**

If you're having problems with your CHART resume', contact a CHART representative at the toll-free number 1-800-378-4559.

ABOUT RECRUITMENTS THROUGH THE U.S. OFFICE OF PERSONNEL MANAGEMENT'S DELEGATED EXAMINING UNIT (DEU) PROCESS

Some civil service positions are filled by the "DEU" recruitment process, especially positions that are hard-to-fill through with current civil service employees or other eligible candidates through "CHART".

To see (and apply) for jobs being filled through "DEU" at ALL Federal government agencies, go to www.usajobs.opm.gov. Be sure to follow the application instructions on the individual job announcement carefully as there are often different application processes at different government agencies!

For civil service positions being filled through the "DEU" process in Dept of Navy / U.S. Marine Corps only, you can also go to <https://chart.donhr.navy.mil>.

ABOUT RECRUITMENT OF VETERANS

We get a lot of questions from applicants for civil service employment who are currently on or have previously been on active duty military service. Applicants for civil service positions who have active duty military service...

-- May have civil service "status" and be eligible for recruitment through CHART under the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA).

-- May be entitled to "veteran's preference" for recruitment through OPM's DEU. Additional information about VRA / VEOA eligibility and Veterans Preference can be found at <http://www.opm.gov/veterans/html/vetguide.asp#6>.

ABOUT THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)

** Civil service employees in GENERAL SCHEDULE (GS) positions ONLY at the Marine Corps Recruit Depot Parris Island, 6th Marine Corps Recruiting District, and the Marine Corps Air Station Beaufort are in NSPS Spiral 1.3 that is currently expected to go into effect in July 2006.

** A comprehensive PowerPoint presentation " FUNDAMENTALS OF NSPS: An Overview of the Proposed Regulations" has been developed by the Dept of Defense and can be viewed by clicking on <http://www.cpmc.osd.mil/nsps/dlpps.asp?file=NSPSFundamentals060905.pps>. (If you have trouble accessing the presentation at this link, it is also available on DoD's NSPS website above.) The best way to go through this course is to read the information on each slide, page-by-page, using the "PAGE DOWN" key on your keyboard. The review

questions at the end of each section are helpful. The course can be accessed from ANY computer that has Internet access and Microsoft Powerpoint software.

** For official information about NSPS, click on <http://www.cpmc.osd.mil/nsps>.

ABOUT CIVIL SERVICE BENEFITS:

Current civilian employees have TWO ways to access general and personal benefits information, to get retirement estimates, and to make changes for health, life and Thrift Savings Plan (TSP).

Employees can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m. Or employees can use the automated **Employee Benefits Information System (EBIS)** 24 hours a day, 365 days a year by clicking on the following website: <http://www.civilianbenefits.hroc.navy.mil/>

ABOUT THE THRIFT SAVINGS PLAN (TSP)

As of 1 July 2005, TSP enrollment and changes can be done at any time!
For more information, to enroll in TSP, or to change TSP enrollments, go to <http://www.tsp.gov/>.

OR, for enrollment assistance and question, you can call the ThriftLine or the TSP Service Office, toll free, at (877) 968-3778 (1-TSP-YOU-FRST)

ABOUT THE CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP):

The Civilian Employee Assistance Program (CEAP) is a confidential program to help you get professional support for any personal concerns that may be causing problems in your personal life, your health, your job, finances, and your relationships with family and friends.

At no cost, any current civil service or NAF employee at any Marine Corps or Navy command in Beaufort SC can contact a professional CEAP counselor, any time "24/7", for private consultation, assessment, and referral to specialized resources in the community where you live for additional support and assistance. Every CEAP counselor is a professional licensed in South Carolina and selected by GHE HealthCare, an established and successful provider of Employee Assistance Programs.

To contact a CEAP counselor, simply call (toll free) 1-866-443-3277 (1-866-GHE-EAPS). For more information about the "Tri-Command" Civilian Employee Assistance Program or to contact a CEAP counselor by e-mail click on <http://www.federalolutions.com/beaufortsc/>.

ABOUT EMPLOYMENT VERIFICATION:

The use of this system is mandatory for all Navy civilian employees for business matters that require verification of your civil service employment!

The toll free Work Number © Customer Service Center is 1-800-996-7566, Monday-Friday, 7am-8pm CST.

When you use it ...

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Who receives the information ...

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "The Work Number for Everyone" © or visiting <http://www.theworknumber.com> once you give them a salary key.

Getting a salary key ...

Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com> You can obtain up to three salary keys. If unused, they will expire after six months. When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD) format, for example March 27 would be entered as "0327". **Some employees may not be able to access The Work Number by entering the four-digit, numerical month/day (MMDD) of birth as the default PIN. You should still be able to access the system by entering the four-digit, numerical month/year (MMYY) of birth as your PIN.** Then change your PIN to any 4-8 digit number. Receive your salary key ... If using the telephone, have a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you.) If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

Types of employment verification...

BASIC: Verifies that you are an DOD employee, spells your name, and provides your most recent start date, how long you have been employed and your job title.

BASIC PLUS: In addition to above, provides current salary information.

FULL: This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

ABOUT DEPT OF NAVY AND U.S. MARINE CORPS
SUPPORT OF MERIT SYSTEM PRINCIPLES
AND EQUAL EMPLOYMENT OPPORTUNITY

The Department Of Navy and the United States Marine Corps SUPPORT Merit System Principles (5 USC 2301) AND Equal Employment Opportunity Laws (29 USC) in all matters involving civil service hiring and employment.

Consideration of applications and selections will be made without regard to applicant's race, color, national origin, religion, sex, age, marital status, political affiliation, qualified handicapping/disabling condition, or appropriate exercise of protected activity that is prohibited under any law or regulation.

Unless authorized by law or regulation, no preference or advantage will be afforded to any employee or applicant for employment for the purpose of improving or injuring the prospects or any particular person for employment.

The employer shall neither deceive nor willfully obstruct any person with respect to such person's right to compete for employment nor influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment.